

## **STATE-SPONSORED ASH TREE REMOVAL CONTRACT MUNICIPAL CORPORATION COORDINATOR ROLES AND RESPONSIBILITIES**

To assist Southeast (SE) Michigan landowners impacted by EAB, the State of Michigan has implemented a state contract to facilitate removal of ash trees by prequalified contractors using standardized pricing for tree removals within the EAB quarantine counties. The expected large number of trees for removal in this program will result in a reduced cost option for ash tree removal for municipal and private landowners choosing to participate.

This program, designed for implementation by local units of government is a voluntary option for landowners choosing to remove their ash trees. Local municipalities will designate a Municipal Corporation Coordinator (MCC) who will identify and compile the list of ash trees for removal, and contract for the removal of the ash trees.

The MCC participating in this voluntary program will:

1. Attend MDA orientation on contract criteria and creation of a bid package for contractors prequalified by the State of Michigan.
2. Identify system to invoice/process payments from landowners for their tree removal.
3. Develop inventory and reporting system to compile a list of trees for removal.
4. Develop scope of tree removal work:
  - a. Develop management units/blocks for organized tree removal in the community.
  - b. Identify landowners within the designated removal area.
  - c. Notification of eligible landowners of the program should include:
    - i. Program description (*provided in the binder*).
    - ii. Information about fees and payment procedures.
    - iii. How to participate in the program, contacts, and response deadlines etc.
    - iv. Implement sign up period for eligible public and private trees.
    - v. Verify inventory and trees marked for inclusion in the bid package.
5. Develop and release bid to prequalified vendors (provided by State of Michigan).
  - a. Bid package recommendations
    - i. Provide location for equipment storage during removal period.
    - ii. Inclusions of start and estimated end dates for removal.
    - iii. Identify disposition of wood, whether marshalling yard (*information provided in binder*) or other wood utilization (*information provided in binder*) within EAB quarantine requirements.
6. Review returned bids from prequalified contractors, upon reviewing select contractor and award the work.
7. Notify participating landowners of the selected contractor, with projected start, and end dates for removals.
8. Monitor work in progress.
9. Review completed work after contractor signs off, and if appropriate, release payment.

*Revised: January 5, 2005*